



INSULATION INC.

## **Administrative Assistant**

ATI, Inc. is an Industrial Insulation, Scaffolding and Coatings Contractor, primarily working in the Industrial Construction Industry. ATI, Inc. started in 2001 and now has multiple locations in CO., WY. & TX. We offer competitive pay and a full benefits package. **The successful candidate will be located at our Grand Junction, Colorado location.**

We are committed to provide our Employees a stable work environment with equal opportunity for learning and personal growth. The success of ATI, Inc. is built by committed, efficient employees who believe in our company, who gain satisfaction from their work, and who strive toward extraordinary achievement. We believe that people work together best in an environment where they are recognized for their efforts and respected as individuals.

### **Responsibilities:**

- Answer customer and vendor calls, and rout to the correct individuals
- Provide support to management
- Perform clerical tasks
- Prepare letters and memos
- Assist in accounts payable and accounts receivable functions
- Assist with purchasing and receiving functions
- Assist with compiling daily reports for various departments
- Run errands
- Monitor and order office supplies
- Maintain filing systems

### **Minimum Qualifications:**

- High school diploma
- Computer proficient
- Basic knowledge of QuickBooks and Microsoft Office software
- Strong writing and communication skills

### **Key Competencies**

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem-solving skills



- Team work

**Hours:** Full Time. Typical work week is Monday - Friday.

**Start Date:** Immediate

**Wage:** \$15.00 an hour

**Company benefits include:**

- Medical
- Dental
- Vision
- Company paid Life Insurance
- Company paid AD&D
- Paid Holidays
- 401K

ATI offers competitive pay and a full benefits package. ATI, Inc. takes great pride in all of our projects and services. Our team of professionals is committed to the satisfaction of our clients. We have been around for 19 years with key employees who have a lifetime of experience.

**ATI Services:**

- Industrial Insulation
- Removable Insulation Covers
- Heat Tracing
- Certified Energy Appraisals
- Scaffolding
- Blasting, Paintings and Coatings

**EEO Statement:**

ATI, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ATI, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.